



Choice Training 2-2: Intent to Participate

1. Training 2-2 Intent to Participate

1.1 Training 2-2:



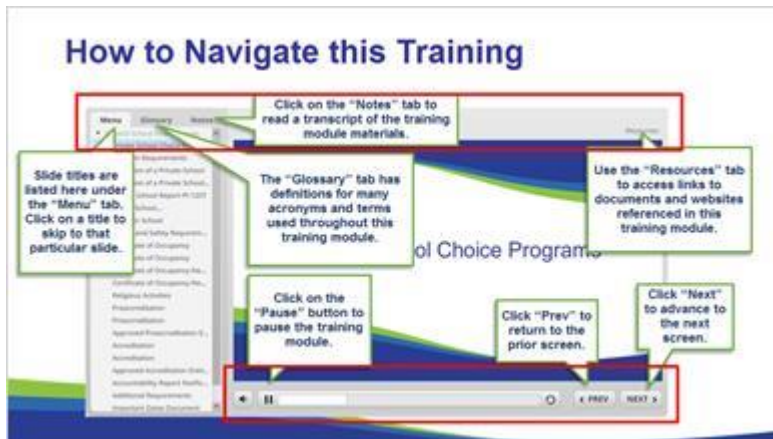
Notes:

Welcome to the Wisconsin Department of Public Instruction's training module on the Private School Choice Programs. We will refer to the Private School Choice Programs as "Choice" or "Choice program" throughout this training. The Choice program is governed by Wis. Stat. §§ 119.23 and 118.60, as well as Wis. Admin. Codes ch. PI 35 and 48. Provisions of this training module are subject to statutory and rule changes.

This training module will discuss the Intent to Participate, or ITP, form.



2-2.2 How to Navigate this Training Module



Notes:

Before we start, here are some tips and tools you may wish to use when viewing this training.

When listening to this training please note the buttons at the top of the training screen. Titles to all of the slides in this training are listed under the “Menu” tab on the top left of the training screen. You may watch the training in its entirety, or you may skip to a specific slide by clicking on the title of a particular slide.

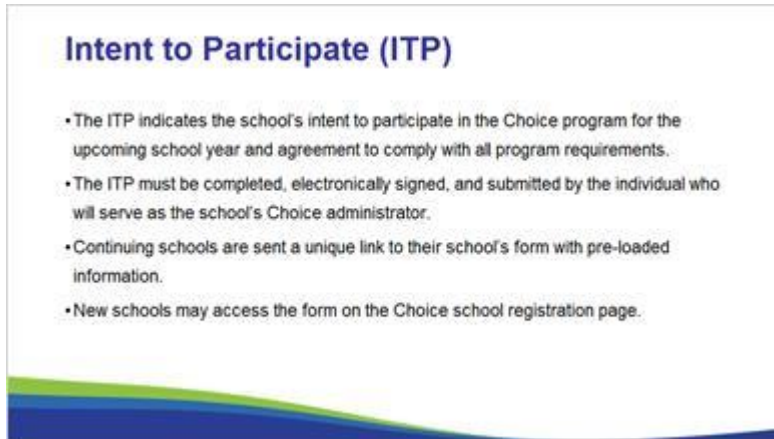
Acronyms and terms that are used throughout this training are defined under the “Glossary” tab on the upper left side of the training screen. If you have any questions about a particular acronym or term that is used in this training, click on the “Glossary” tab to read the definition of that acronym or term.

The “Notes” tab has a transcript of the training materials as they are presented. If you wish to read along with the training, please click the “Notes” tab on the upper left side of the training screen.

We have also posted resources related to this training which can be found under the “Resources” link on the upper right hand side of the training screen.

Next please note the buttons at the bottom of the training screen. If you want to pause on or during a specific slide, please hit the “Pause” button. Clicking the “Prev” button will allow you to return to the previous slide and clicking the “Next” button will allow you to advance to the next slide, if you wish to advance sooner than the auto-timing.

2-2.3 Intent to Participate (ITP)



Notes:

The previous session provided an overview of the school registration process. In this training, we will discuss the completion of the ITP.

As a reminder, the ITP indicates the school's intent to participate in the Choice programs in the upcoming year. In the ITP, the school will be required to indicate it will comply with all program requirements.

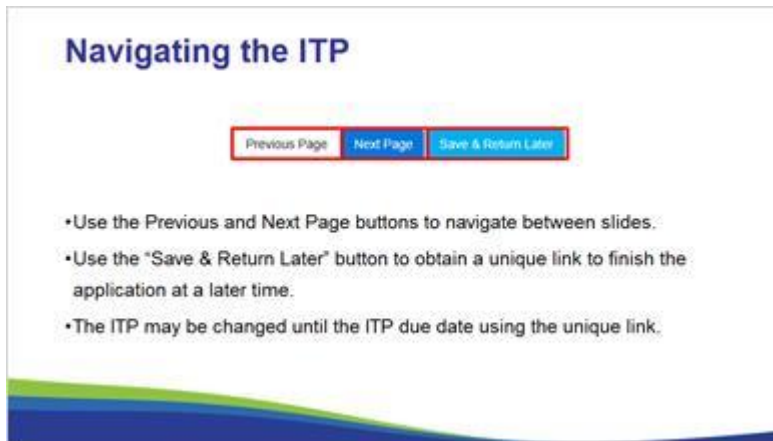
The ITP must be completed electronically and submitted by the Choice administrator. The Choice administrator is the individual who is responsible for the Choice requirements.

If the school is a continuing participant in the Choice program, a unique link for the ITP will be sent to the current Choice administrator. The school should use this link to complete the ITP. If the school is unable to locate this link, contact the Choice team using the contact information at the end of this training.

If the school is a new participant in the Choice program, the school must complete the ITP using the link on the School Registration Information webpage. A link to this webpage can be found in the top right corner of the training screen. Continuing schools should not use this link since it does not have the school's prior year information included in it.



2-2.4 Navigating the ITP



Notes:

The bottom of each screen in the ITP includes buttons for navigating through the ITP. All pages except the last page include the “Next Page” option. The “Previous Page” button will show beginning with the second page. If the Choice administrator tries to go to the next page without completing all of the required fields, he or she will receive an error message. The Choice administrator will then be required to complete the missing information before proceeding to the next page.

The “Save & Return Later” button can be used if the Choice administrator starts the ITP but is not able to finish it right away. If the Choice administrator clicks this button, the ITP will direct the administrator to a new webpage with a unique link for their survey. Continuing schools will receive the same link that was originally emailed to them for their ITP. New schools will receive a link that they can use to return to their ITP. The Choice administrator should not bookmark the webpage with the link because the webpage will be password protected if the Choice administrator tries to return to it. The Choice administrator should save the link separately so he or she can later access and complete the ITP.

If the Choice administrator determines he or she would like to make revisions to the ITP and it is before the due date of the ITP, he or she can log back into the ITP to make the changes using the school’s link. The Choice administrator should then resubmit the ITP with the changes. If the Choice administrator is not able to locate the school’s link, he or she should contact DPI using the contact information at the end of this presentation. The school should not start a new ITP unless instructed to do so by the DPI Choice team.

2-2.5 Cover Letter & Introduction

[illegible]

Notes:

The first page of the ITP will require the Choice administrator to indicate that he or she has read the cover letter regarding school registration that is applicable to the school. Use the links on the ITP to access this document.

2-2.6 School Information & Locations

School Information & Locations

Notes:



The next page of the ITP includes general school information, the school mailing address, and the school locations.

If it is the first year the school is participating in the Choice program, the Choice administrator will be required to fill in all of the information.

If the school is a current participant in the Choice program, the information will be prefilled and the ITP will indicate that the information should only be updated if there are changes. The Choice administrator must review the information and make any necessary changes. Schools should contact the DPI in advance of making any changes to the school name or federal identification number. These changes may affect the legal structure of the school and the Choice participation requirements.

In the next slides, we will go through these items in more detail.

2-2.7 School Information

Notes:

The first section on this page has the school name, phone number, fax number, and federal identification number. The federal identification number is the number issued by the IRS for tax purposes. If the school is new and does not yet have a federal identification number, the Choice administrator should insert TBD.

2-2.8 Mailing Address



Mailing Address

School Mailing Address

Mailing Address

Mailing City

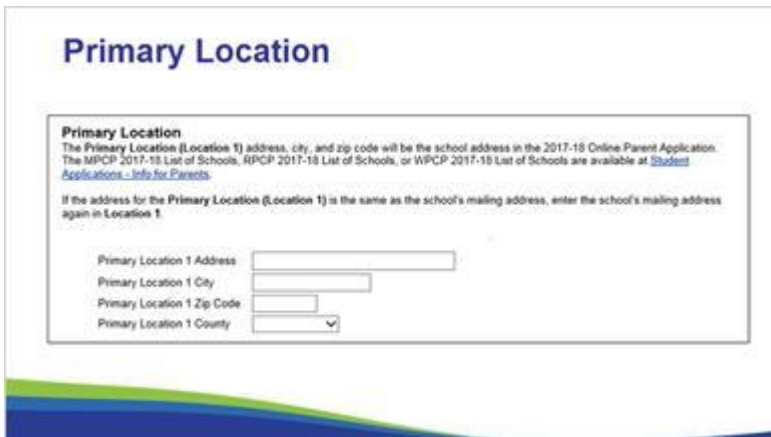
Mailing State

Mailing Zip Code

Notes:

The next section is the school mailing address. The Choice administrator must include the address where DPI should send general correspondence to the school.

2-2.9 Primary Location



Primary Location

The Primary Location (Location 1) address, city, and zip code will be the school address in the 2017-18 Online Parent Application. The MPCP 2017-18 List of Schools, RPCP 2017-18 List of Schools, or WPCP 2017-18 List of Schools are available at [Student Applications - Info for Parents](#).

If the address for the Primary Location (Location 1) is the same as the school's mailing address, enter the school's mailing address again in Location 1.

Primary Location 1 Address

Primary Location 1 City

Primary Location 1 Zip Code

Primary Location 1 County

Notes:

The primary location is then listed. Primary location 1 will be the location that parents



and guardians see in the online parent application for the school. It will be identified in the application submission confirmation screen as the place where the parent/guardian should bring the required supporting application documentation. If the primary location is the mailing address, the mailing address should be listed again in this section.

2-2.10 Other Locations

Notes:

Next, the school should enter the address, city, and zip code for any other locations of the school.

The Choice administrator will be asked if the school has more than three locations. If there are more than three locations, the Choice administrator will be required to identify the other locations in the additional fields that will be visible after the question is answered.

Schools participating in the Milwaukee Parental Choice Program, MPCP, or Racine Parental Choice Program, RPCP, must meet the certificate of occupancy requirements for all locations of the school. These requirements are covered in detail in the general school requirements training.



2-2.11 Choice Administrator Information


Notes:

The next page of the ITP requires that the school identify the Choice administrator. This information will be prefilled if the school is currently participating in the Choice program. If any changes are needed, the Choice administrator should update the information.

If the school is not currently participating in the Choice program, the Choice administrator must enter in his or her name and information.

This page also requires that the Choice administrator identify a personal mailing address. If a Choice administrator is determined to be a disqualified person, the disqualified person order will be sent to the personal mailing address on the ITP. Therefore, it is important that the Choice administrator identify an address other than the school address so that he or she may receive the order and have the ability to appeal the order, if applicable.

2-2.12 Choice Administrator Credentials



Choice Administrator Credentials

The administrator listed above has at least a bachelor's degree from an accredited institution of higher education.

☒ Yes
 No: If the Choice administrator indicated above does not have at least a bachelor's degree, the school is not eligible to participate in the ESCP.

Accredited Institution of Higher Education

Institution:
 City:
 State:
 Degree Earned:
 Date Degree Awarded (MM/YY):
 Enter PIN (999999):

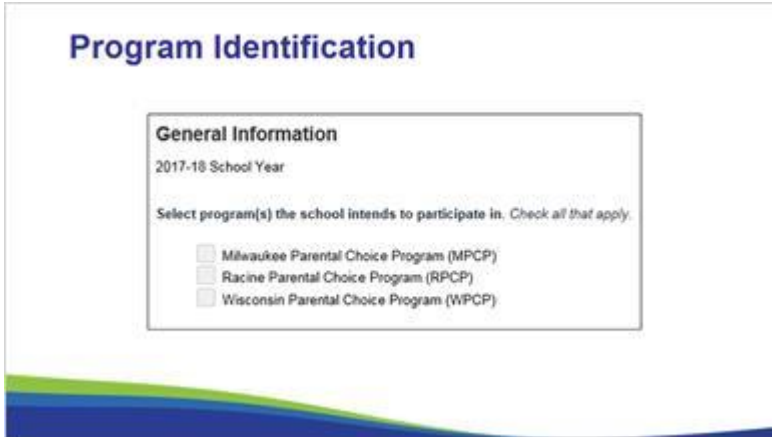
- The Choice administrator must have:
 - At least a bachelor's degree from an accredited college or university; or
 - An administrator or teacher license issued by DPI.

Notes:

At the bottom of the Choice administrator page, the Choice administrator must identify if he or she has at least a bachelor's degree from an accredited institution. If the Choice administrator does not meet this requirement, he or she cannot be the Choice administrator unless he or she has a DPI teacher or administrator license. If the Choice administrator does not have at least a bachelor's degree from an accredited institution but has an administrator or teacher license issued by the DPI, he or she should contact the Choice team using the contact information at the end of this presentation.

If the Choice administrator has the required degree, he or she must enter in the information for his or her degree.

2-2.13 Program Identification



Program Identification

General Information

2017-18 School Year

Select program(s) the school intends to participate in. Check all that apply.

☐ Milwaukee Parental Choice Program (MPCP)
☐ Racine Parental Choice Program (RPCP)
☐ Wisconsin Parental Choice Program (WPCP)

Notes:

The next screen in the ITP is the screen where the Choice administrator identifies which of the Choice programs the school would like to participate in. The school can choose to participate in one or more programs. The determination of which program a student is eligible for is based on where the student resides. Students who reside in the City of Milwaukee are eligible for the MPCP, students who reside in the Racine Unified School District are eligible for the RPCP, and students who reside in Wisconsin but not in the City of Milwaukee or the Racine Unified School District are eligible for the Wisconsin Parental Choice Program, WPCP.



2-2.14 Grades, Seats, & Application Periods

Grades, Seats, & Application Periods

- For each program the school will participate in:
 - Select the grades the school will offer;
 - Indicate the total number of Choice seats available; and
 - Select the open application periods the school will participate in.

Notes:

For each program the Choice administrator selects, he or she must identify the grades that will be offered, the number of Choice seats available, and the open application periods the school will have for each program.

2-2.15 Grade Levels & Available Seats

Grade Levels & Available Seats

Grade levels the school will offer for MPCP. Check all that apply.

4-year-old kindergarten

5-year-old kindergarten

1

2

3

4

5

6

7

8

9

10

11

12

Total number of MPCP seats the school will have: *school year*

- Schools must select the grade levels it will have Choice seats available for each program.
- Parents will be able to apply, via the online parent application, for every grade level indicated on the ITP.
- Schools must provide the total number of Choice seats available at the school for each program.
- Totals cannot exceed building capacity.

Notes:

For each program the Choice administrator identifies, a new section will show where the administrator must identify which grades the school will have for that program. The school may choose to offer the same grades for each program or can identify different available grades for each program. Please note that Choice schools do not have to offer Choice seats for all grades the school has. The school may choose to offer Choice seats in only some of its grades. However, the school must accept students for any grades checked on the ITP.

Additionally, the school must identify the number of seats the school will have available for each program. The total number of seats available cannot exceed the building capacity for the school's buildings.

2-2.16 WPCP Seats Available

WPCP Seats Available

- Schools will be required to report to the DPI the number of WPCP seats available by grade in the Online Application System (OAS).
- Schools are not guaranteed the number of seats it indicates are available.
- Student participation in the WPCP is subject to the district limit specified in statute.
- During the random selection, the DPI will fill seats according to the number the school indicates are available at each grade level.

Notes:

In addition to completing the number of seats available on the ITP, WPCP schools will be required to identify how many seats the school has available for WPCP students for each grade. The WPCP schools will provide this information in the Online Application System, or OAS. Please note that schools are not guaranteed the number of seats identified. The number of seats is used to complete the random selection.

2-2.17 4-year-old Kindergarten Program



4-year-old Kindergarten Program

Select the 4-year-old kindergarten program that the school will have available for the MPCP.

☐ 4-Year-Old Kindergarten (0.5 FTE)
☐ 4-Year-Old Kindergarten with Outreach (0.6 FTE)

- Four-year-old kindergarten pupils (K4) are generally counted as 0.5 FTE.
- If the school provides an additional 87.5 hours of parental outreach activities for the parents of K4 pupils, the school may count the pupils as 0.6 FTE.

Notes:

If the Choice administrator indicates it will have 4-year-old kindergarten, or K4, he or she must identify if the school will have a K4 program with outreach or without outreach.

Pupils in K4 are generally counted as 0.5 full-time equivalent, or FTE. The school is eligible for an additional 0.1 FTE per K4 pupil if the school provides K4 parental outreach for the parents of the K4 students. The school is required to identify if it plans on providing an additional 87.5 hours of K4 Parental Outreach activities on the ITP. A K4 Parental Outreach Bulletin is available on the Choice Bulletins webpage. A link to the webpage is available in the Resources in the top right corner of the training screen.

For schools participating in multiple programs, the Choice administrator will be required to separately answer which K4 program it will have for the MPCP, RPCP, and/or WPCP, if the school is offering K4 for that program. The school must offer K4 parental outreach for all programs or none of their programs, so the Choice administrator should choose the same response for each program.

2-2.18 5-year-old Kindergarten Program



5-year-old Kindergarten Program

Select all of the 5-year-old kindergarten programs that the school will have available for the MPCP.

- ☐ 5-Year-Old Kindergarten 0.5 full-time equivalent
- ☐ 5-Year-Old Kindergarten 0.6 full-time equivalent (3 full days of instruction each week)
- ☐ 5-Year-Old Kindergarten 0.8 full-time equivalent (4 full days of instruction each week)
- ☐ 5-Year-Old Kindergarten 1.0 full-time equivalent (5 full days of instruction each week)

Notes:

If the school provides a five year-old kindergarten, or K5, program for its Choice pupils, the Choice administrator must identify on the ITP which K5 program or programs the school will offer. Generally K5 pupils are counted in the 0.5 FTE category. The K5 program qualifies for the 0.5 FTE if the pupils are attending less than full time but at least 437 hours during the school year. Pupils in K5 who are attending 3 full days of instruction each week are counted as 0.6 FTE. Pupils in K5 who are attending 4 full days of instruction each week are counted as 0.8 FTE. If the school provides K5 instruction for five full-days a week, then the pupils are counted in the 1.0 FTE category.

For schools participating in multiple programs, the Choice administrator will be required to separately answer which K5 program or programs it will have for the MPCP, RPCP, and/or WPCP, if the school is offering K5 for that program. The school may choose to offer different K5 programs for the MPCP, RPCP, and WPCP. For example, a school may choose to participate in all of the Choice programs but only offer K5 for MPCP and RPCP. The school may then select the 1.0 full-time equivalent K5 program for MPCP and have the 0.5 full-time equivalent K5 program for the RPCP.



2-2.19 Open Application Periods

Open Application Periods

Open Application Periods—Milwaukee Parental Choice Program (MPCP)
Check one or more boxes to indicate the MPCP open application period(s) your school will conduct for the 2017-18 school year:

- ☐ Feb (February 1 – February 28)
- ☐ Mar (March 1 – March 31)
- ☐ Apr (April 1 – April 30)
- ☐ May (May 1 – May 31)
- ☐ Jun (June 1 – June 30)
- ☐ Jul (July 1 – July 31)
- ☐ Aug (August 1 – August 31)
- ☐ Sept (September 1 – September 30)
- ☐ Oct (October 1 – October 31)
- ☐ Nov (November 1 – November 30)
- ☐ Dec (December 1 – December 31)

Parental Choice Program (PCP)
Check one or more boxes to indicate the PCP open application period(s) your school will conduct for the 2017-18 school year:

- ☐ Feb (February 1 – February 28)
- ☐ Mar (March 1 – March 31)
- ☐ Apr (April 1 – April 30)
- ☐ May (May 1 – May 31)
- ☐ Jun (June 1 – June 30)
- ☐ Jul (July 1 – July 31)
- ☐ Aug (August 1 – August 31)
- ☐ Sept (September 1 – September 30)
- ☐ Oct (October 1 – October 31)
- ☐ Nov (November 1 – November 30)
- ☐ Dec (December 1 – December 31)

Open Application Periods—Wisconsin Parental Choice Program (WPCP)
Check the box to indicate the open application period your school will conduct for the 2017-18 school year:

- ☐ Feb (February 1 – April 20)

Notes:

Next, the Choice administrator must identify which of the open application periods the school will accept applications. This must be identified for each of the Choice programs the school indicates it will participate in. MPCP has open application periods from February through January. PCP has available open application periods from February through September. WPCP only has one open application period available from February 1st to April 20th. Schools participating in the WPCP must select this open application period.

2-2.20 Open Application Periods Overview



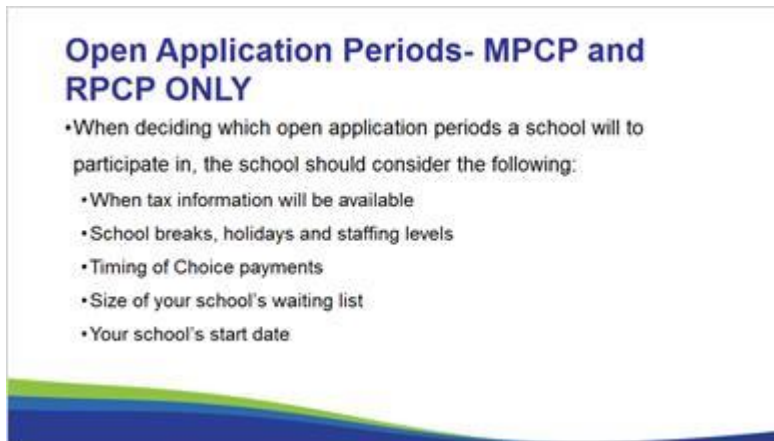
Notes:

Students may apply to a Private School Choice Program only during a participating private school's open application periods.

Schools participating in the MPCP or RPCP may choose all or some of the open application periods. The school must select what open application periods it will accept applications in the ITP.

The school will not be able to amend the open application periods after the due date of the ITP.

2-2.21 Open Application Periods



Notes:

When deciding which open application periods the school will accept applications, the Choice administrator should consider several things. One thing to consider is that the income eligibility determination, if the DPI method is used, is based on the prior year income. As a result, the school may want to consider not having the February open application period since many individuals have not filed their income tax return for the previous year by February.

Another consideration point is that the school will need to be available to accept application documentation and determine if the applications are eligible during any open application periods that are selected. Therefore, if no one is at the school during the summer, for example, the school should not select the open application periods during the summer.

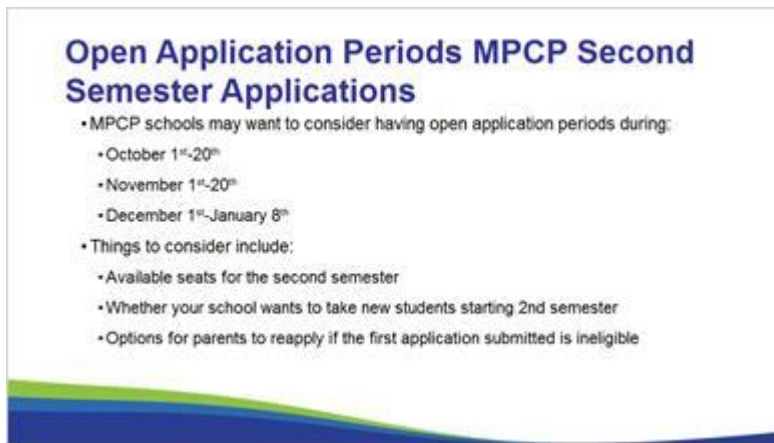
The next consideration point is the timing of Choice payments. Applications received from February to September are eligible for a full year Choice payment. Applications accepted from October to January are only eligible for half of the annual Choice payment. Additionally, the school will not receive a September payment for any applications received in September. Instead, the school will receive half a year payment for the students in November.

The school will also want to think about how many Choice seats are available versus how many Choice applicants the school expects to have. If the school anticipates having more applications than seats available, it may want to consider having fewer open application

periods. Schools are required to accept applications during all of the open application periods identified on the ITP. If all of the available Choice seats are filled, the school is required to establish and maintain a waiting list.

Finally, the school might want to consider the date by which it would like to have students registered. For example, if the school accepts September applications, a student may first start attending the school the third week of September.

2-2.22 Open Application Periods



Notes:

MPCP schools can also have open application periods for MPCP students from October 1st to October 20th, November 1st to November 20th, or December 1st to January 8th. If the last day for any of these open application periods falls on a weekend, the final day of the open application period is extended to the following Monday.

MPCP schools may want to consider having these open application periods to fill seats of Choice students who do not attend the school or withdraw from the school after the 3rd Friday in September.

The school should also consider if it would like to have students start at the school in the second semester. If the school accepts applications from December 1st to January 8th, the students must begin attending the school by the 2nd Friday in January to be eligible for a Choice payment. If the school is finishing first semester exams until the third week of

January, the school may not want to accept second semester students.

Another point to consider is that the first semester applications may be determined ineligible when the auditor completes the September Enrollment Audit, which is due by December 15th. This audit reviews the applications to ensure they are eligible. If applications are determined ineligible, selecting the open application period between December 1st - January 8th will allow for the school to accept a second semester application for any students identified as ineligible students in the September Enrollment Audit. If the student meets the count requirements for the second semester and has an eligible second semester application, the school would then still be able to receive Choice payments for the student for the second half of the year.

2-2.23 Agreement

Agreement

THE PRIVATE SCHOOL AGREES that compliance with all of the requirements in Wis. Stat. §§118.60 and 119.23 and Administrative Code PI 35 and 60 constitutes a condition of receipt of funds under the above referenced program, and that the failure of intent to participate in binding upon the school, its contractors, vendors and assignees for the period during which the school is a participant in the program. The school assumes that all contractors, subcontractors, assignees, and others with whom it arranges to provide services or benefits to its students in connection with this program are not in violation of the stated statute, regulations, guidelines, and standards. In the event of failure to comply with WPCP requirements, the school understands that its participation in the program can be terminated.

I, THE UNDERSIGNED, am authorized to sign this form on behalf of the school as either sole owner or by appointment as administrator by the school's governing organization, and I am not a disqualified person as defined under Wis. Stat. §§119.23(2)(b) or 119.23(2)(c). A disqualified person is defined as a person who has a controlling economic interest in, or is an officer, director or trustee of a private school barred or terminated from the program, or was the administrator of a private school, a person identified as an administrator designee, or an individual responsible for the activity that resulted in an order being issued barring or terminating a private school from participation in the program. By signing this form, I acknowledge that if the private school is barred or terminated from the program, I may be prohibited from having an economic interest in, serving as an officer, director, trustee, administrator, or administrator designee or person responsible for administrative, financial or pupil health and safety matters, for compensation or as a volunteer, at another private school participating in the choice program for some years from the date of the state superintendent's order barring or terminating the private school from the program.

Wis. Stat. §§118.60 and 119.23 and Wis. Admin. Code PI 35 and 60 are subject to statutory and administrative rule change. I have read the statute, statutes (Wis. Stat. §§118.60 and 119.23) and administrative rules (Administrative Code PI 35 and 60) and guarantee that the school will comply with all its provisions.

Signature _____

☐ BY CHECKING THIS BOX, I CERTIFY that I have signed this document electronically, that I am the Choice administrator listed above, and that I understand all of the requirements set forth in this document. I also certify that all information is complete and accurate to the best of my knowledge and that I have legal authority to submit this application.

Notes:

The Choice administrator is required to check the box on the agreement page indicating that he or she will comply with the Choice program requirements. If the school fails to comply with the Choice program requirements, the school may not be eligible to receive Choice payments or may be terminated from the Choice program.

By checking the box, the Choice administrator is also indicating that he or she has read the statutes and administrative rules governing the Choice programs. The WPCP and RPCP are governed by Wisconsin Statute 118.60 and Wisconsin Administrative Code PI 35. The MPCP is governed by Wisconsin Statute 119.23 and Wisconsin Administrative



Code PI 48. Links to the statutes and Wisconsin Administrative Code are available on the Choice Statutes and Rules webpage. A link to this webpage is available in the Resources in the top right corner of the training screen.

Another item the Choice administrator is agreeing to by checking the box, is that he or she understands who a disqualified person is and that if the school is barred or terminated from the Choice program, he or she may be a disqualified person.

2-2.24 Random Selection Agreement

Random Selection Agreement

Certification

☐ BY CHECKING THIS BOX, I, the choice administrator of the school, voluntarily agree that the school will accept pupils into the Milwaukee Parental Choice Program and/or the Racine Parental Choice Program and conduct a random selection, if required, in accordance with the guidelines above.

☐ BY CHECKING THIS BOX, I, the choice administrator of the school, voluntarily agree the school will submit its own random selection plan for approval by the department prior to January 10, 2017.

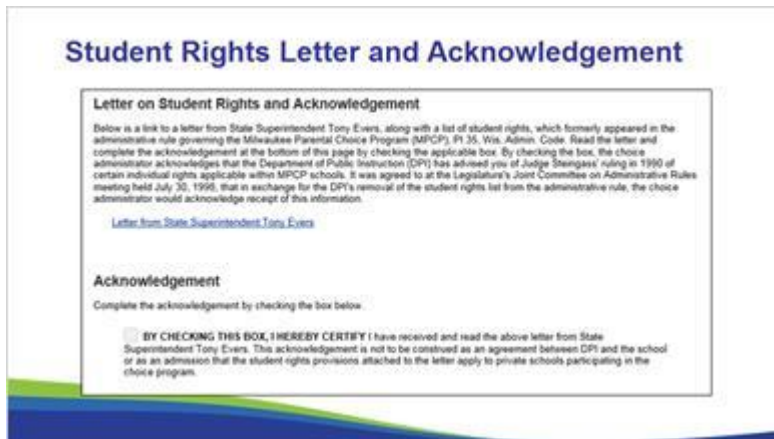
☐ BY CHECKING THIS BOX, I, the choice administrator of the school, voluntarily agree my school will only participate in the WPCP for the 2017-18 school year.

Notes:

The next page of the ITP will be the random selection agreement page. If the school is participating in the MPCP or RPCP, the Choice administrator will be required to identify if the school will use the random selection agreement provided by the DPI included on the page or if the school will develop its own random selection agreement. As a reminder, if the school develops its own random selection agreement, it must provide it to DPI as soon as possible because it needs to be approved by the DPI by the due date of the ITP.

If the school only participates in the WPCP, the school must check the box indicating this.

2-2.25 Student Rights Letter and Acknowledgement



Student Rights Letter and Acknowledgement

Letter on Student Rights and Acknowledgement

Below is a link to a letter from State Superintendent Tony Evers, along with a list of student rights, which formerly appeared in the administrative rule governing the Milwaukee Parental Choice Program (MPCP), PR 35, Wis. Admin. Code. Read the letter and complete the acknowledgement at the bottom of this page by checking the applicable box. By checking the box, the choice administrator acknowledges that the Department of Public Instruction (DPI) has advised you of Judge Steinberg's ruling in 1990 of certain individual rights applicable within MPCP schools. It was agreed to at the Legislature's Joint Committee on Administrative Rules meeting held July 30, 1995, that in exchange for the DPI's removal of the student rights list from the administrative rule, the choice administrator would acknowledge receipt of this information.

[Letter from State Superintendent Tony Evers](#)

Acknowledgement

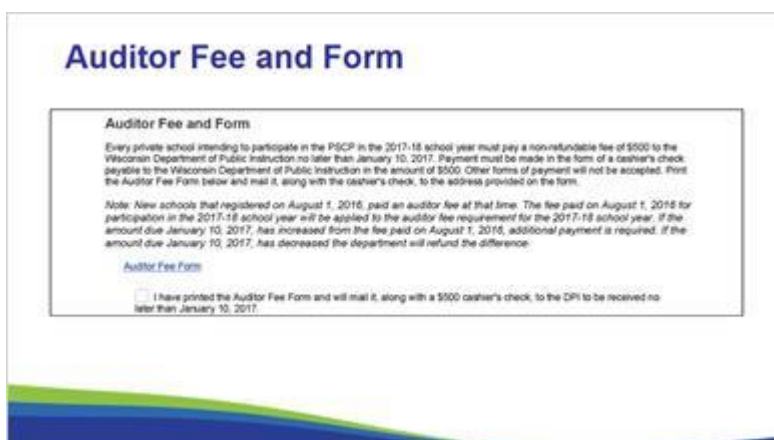
Complete the acknowledgement by checking the box below.

☐ **BY CHECKING THIS BOX, I HEREBY CERTIFY** I have received and read the above letter from State Superintendent Tony Evers. This acknowledgement is not to be construed as an agreement between DPI and the school or as an admission that the student rights provisions attached to the letter apply to private schools participating in the choice program.

Notes:

The Choice administrator must check the box indicating they received and read the letter on student rights from the State Superintendent. The rights in the letter are related to discrimination, release of records, and other individual rights under federal and state law.

2-2.26 Auditor Fee and Form



Auditor Fee and Form

Auditor Fee and Form

Every private school intending to participate in the PSCP in the 2017-18 school year must pay a nonrefundable fee of \$500 to the Wisconsin Department of Public Instruction no later than January 10, 2017. Payment must be made in the form of a cashier's check payable to the Wisconsin Department of Public Instruction in the amount of \$500. Other forms of payment will not be accepted. Print the Auditor Fee Form below and mail it, along with the cashier's check, to the address provided on the form.

Note: New schools that registered on August 1, 2016, paid an auditor fee at that time. The fee paid on August 1, 2016 for participation in the 2017-18 school year will be applied to the auditor fee requirement for the 2017-18 school year. If the amount due January 10, 2017, has increased from the fee paid on August 1, 2016, additional payment is required. If the amount due January 10, 2017, has decreased the department will refund the difference.

[Auditor Fee Form](#)

☐ I have printed the Auditor Fee Form and will mail it, along with a \$500 cashier's check, to the DPI to be received no later than January 10, 2017.

Notes:

The Choice administrator must also check the box indicating that he or she has printed the auditor fee form and will send it with a cashier's check for the appropriate amount so that it is received by the DPI no later than the due date of the ITP. The screen print included here is an example of this screen from the 2017-18 school year ITP.

2-2.27 Other Requirements Reminders



Other Requirements Reminders

<p>Choice School Training Information</p> <p>Follow the link below for information on training for new schools and training for new administrators of existing schools. The choice administrator of a new school is required to complete training. New administrators of existing schools are also required to complete training. Visit the webpage for information on how to register and what trainings may be required for you.</p> <p>Training Information</p>
<p>Hours of Instruction Report</p> <p>New schools must submit the hours of instruction report via email or mail no later than January 10, 2017. Follow the link below to access the report. Continuing schools must submit the hours of instruction report by May 1, 2017.</p> <p>Hours of Instruction Report</p>
<p>Summer School</p> <p>All schools interested in offering summer school during the summer of 2017 should complete the summer school interest survey no later than January 10, 2017. New schools that intend to offer summer school must meet building occupancy, insurance and accreditation requirements, if applicable, by May 1, 2017.</p> <p>Intent to Offer Summer School Survey</p>
<p>School Registration Checklist</p> <p>Print and use the checklist below. This checklist was created to assist schools in ensuring all registration materials are completed and all required information has been submitted to the DPI by the deadline. We encourage all schools to use the registration checklist as a way to keep track of school registration requirements.</p> <p>School Registration Checklist</p>

Notes:

The ITP includes a reminder that the school must complete the required training, Hours of Instruction Report, and Intent to Offer Summer School, if applicable for the school. It also includes a reminder to use the school registration checklist to ensure all required items for registering for the Choice program have been completed. The ITP includes links to the required information.



2-2.28 Submit Your Form

Notes:

The Choice administrator must click the submit button to submit the school’s Notice of Intent to Participate form to the DPI.

2-2.29 Email and Print a Copy for your Records

School Name
 JDC Academy |
</tr>
<tr>
 School Phone Number (area code) | (800) 266-6000 |
</tr>
<tr>
 School Fax Number (area code) | (800) 267-6007 |
</tr>
<tr>
 School Federal Identification Number (FED) | 39-1234567 |
</tr>
<tr>
 School Mailing Address | 123 South Webster Street |
</tr>
<tr>
 Mailing Address City | Madison |
</tr>
<tr>
 Mailing Address State | WI |
</tr>
<tr>
 Mailing Address Zip Code | 53707 |
</tr>
</table>"/>

Notes:

An “Email the Report” link will show on the confirmation screen. The Choice



administrator should send an email with the ITP to him or herself and print a copy of the confirmation page for his or her records.

Questions



Notes:

If you have any questions about the information discussed in this training, please see the Private School Choice Programs homepage. The left menu bar of the Private School Choice Programs homepage has resources for both schools and parents.

Choice schools may also contact the Choice team at privateschoolchoice@dpi.wi.gov, or call the toll-free number at 1-888-245-2732, extension 3 with questions.